



Clean Water State Revolving Fund (CWSRF) Disbursement Request Checklist

Below is a checklist to assist NH Department of Environmental Services (DES) Clean Water State Revolving Fund (CWSRF) loan recipients with the preparation of disbursement requests. Although this checklist does not include all necessary items that may be needed for disbursement requests, the checklist represents many of the required items. Please contact the DES CWSRF Program Coordinator at 603-271-3249 if you have questions about disbursement requests.

- _____ The [disbursement request form](#) is signed by the authorized representative.
- _____ **For initial disbursements only:** banking information has been submitted to DES.
- _____ For requested construction costs, payroll certifications are up to date using the [Davis-Bacon Related Acts Compliance Certification](#).
- _____ For requested construction costs, Disadvantaged Business Enterprise (DBE; a.k.a MBE/WBE) reporting is up to date using [EPA Form 5700-52A](#), as well as the bidder's list on page 21 of 28 of [Section D of the SRF Federal Provisions](#).
- _____ Invoices submitted with the disbursement request total the requested amount.
- _____ Submitted construction pay applications are signed and dated by the contractor and consulting engineer.
- _____ Requested construction costs equal the State Revolving Fund (SRF) eligible Total Completed and Stored to Date, including retainage, on construction pay application(s).
- _____ All requested costs are [CWSRF eligible](#).
- _____ Requested amount to date for engineering costs does not exceed CWSRF eligible amount approved by DES in the standard state contract(s).
- _____ Requested amount to date for construction costs does not exceed amount approved by DES in Authorization to Award and Change Order approval letters.
- _____ The requested amount does not exceed the CWSRF loan limit.
- _____ If Substantial Completion has been achieved, an executed copy of the Certificate of Substantial Completion is submitted to DES.
- _____ If Final Completion has been achieved, an executed copy of the Certificate of Final Completion is submitted to DES.
- _____ **For final disbursements only:** if an Operations and Maintenance (O&M) Manual is required, it has been approved by the DES Wastewater Engineering Bureau Operations Section.
- _____ **ARRA Loans Only:**
- _____ The [ARRA Jobs/Payroll Reporting form](#) for engineering work has been submitted monthly.
- _____ The [ARRA Jobs/Payroll Reporting form](#) for construction work has been submitted weekly.
- _____ The Buy American certification is included for all construction pay applications.
- _____ If Substantial Completion has been achieved, an executed copy of the Certification of ARRA Buy American Provision has been submitted.